

**Pacific Lutheran University  
Wang Center for Global Education  
Instructions for Assignment of Credit for Study Away**

**Instructions for Students:**

Step 1: *What courses do you need to fulfill while abroad?*

Review your transcript and CAPP report to see your progress and then research the course offerings for your study away program to see what you might fulfill while abroad.

Step 2: *Map out your coursework.*

List your desired courses and alternate choices on the Assignment of Credit form.

Step 3: *Meet with your advisor(s).*

Meet with your advisor(s) (2<sup>nd</sup> major or minor advisor as applicable) to discuss your course selections and degree plan. Bring your study away program's course information to the meeting. **Regardless of which classes you take, the Assignment of Credit form must be signed by your major advisor.**

Step 4: *Get course approvals from appropriate department chairs.*

Consult with **faculty department chairs** as listed in the table to request approval for courses to meet specific major/minor or Gen Ed requirements.

No signature is required for *one* IHON 200-level elective. If you have already received IHON 200-level credit for study away, you can petition the IHON Program for a second IHON course.

Note: Gateway/Featured courses that are on the Interactive Guide have established course equivalencies for which signatures are *not* required. See page 2 for a list of Gateway & Featured programs.

[www.plu.edu/registrar/equivalency-guides/interactive-guide](http://www.plu.edu/registrar/equivalency-guides/interactive-guide)

Department chair signatures are not required for courses in which a student only seeks general elective credit. Note that any courses taken that are not listed on the Assignment of Credit will be assigned general elective credit.

If a course can count for multiple requirements, please list the course in all applicable sections and request necessary signatures.

To fulfill:	Get signature approval from:
Major requirements	Major department chair
Minor requirements	Minor department chair
General Education requirements	Chair of the relevant department (e.g. Philosophy Chair for Philosophy GenEd)
IHON 200-level elective	No signature required (only one permitted)
Elective only (NOT elective within major/minor)	No signature required

Step 5: *Sign and submit.*

**Your signature is required.** Return the form to the Wang Center or scan and email it to [wang.center@plu.edu](mailto:wang.center@plu.edu). **Keep a copy for your records.**

**Please note: If classes change once you are in-country, you must inform the Wang Center of changes by updating this form as necessary and emailing the revised form to [wang.center@plu.edu](mailto:wang.center@plu.edu).**

**Notes for Faculty:**

- Add any details in the “notes” section about how courses will fulfill degree requirements/concentrations or additional considerations such as evaluation of syllabi, class assignments, etc. upon return to PLU.
- Courses with approved equivalencies will transfer as the PLU number plus “SA” and the course title.
- Courses without a direct course equivalency will transfer as 150/250/350/450SA in the PLU equivalent academic department in which the credits were earned.
- For Gateway and Featured programs only, checking “yes” to add the course to the Interactive Guide grants permission for other students in future terms to receive credit from your department without seeking signature approval (courses are pre-approved to receive major/minor/Gen Ed credit).

## List of Gateway &amp; Featured Programs for 2019-2020 Academic Year

<b>Gateway</b>
Chengdu, China
Oaxaca, Mexico
Oslo, Norway (Bjørknes)
University of Southeastern Norway (Vestfold or Bø campuses)
Trinidad & Tobago
Windhoek, Namibia
IHON-Oxford, England

<b>Featured</b>	
IES Berlin, Germany	CIEE Costa Rica – Tropical Ecology & Conservation
IES Milan, Italy – Music: Voice, Composition & Instrumental	CIEE Costa Rica – Sustainability & the Environment
IES Vienna, Austria	CIEE Seoul, South Korea
College Year in Athens (CYA)	IAU Aix-en-Provence, France
GEO London	ILACA Granada, Spain
GEO London w/Internship	SIT Study Abroad – select programs only; see <a href="https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/">https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/</a> for complete list
University of Aberdeen, Scotland	Victoria University of Wellington, New Zealand
University of Tasmania, Australia	